

GOVERNOR'S OFFICE OF PLANNING AND BUDGET
BUDGETTOOL USER MANUAL
GETTING ACCESS TO BUDGETTOOL



GOVERNOR'S OFFICE OF PLANNING AND BUDGET

BUDGETTOOL

USER MANUAL

Getting Access to BudgetTool

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Atlanta, Georgia, 30334
404-656-3820**

www.opb.georgia.gov

Section I.

Starting BudgetTool

Start your Internet Explorer browser and copy this link to your browser:

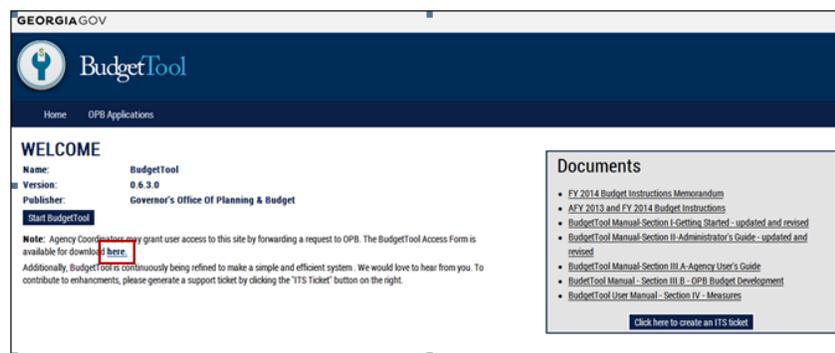
<http://budgettool.opb.state.ga.us/>

Alternatively, BudgetTool can be accessed from the Governor's Office of Planning and Budget (OPB) public web site home page (www.opb.georgia.gov) under "Links – OPB Applications."



BudgetTool access for existing users of Horizon and/or the User Fee Tracking System (UFTS).

1. Download the BudgetTool user access form by clicking [here](#) on the launch page.



2. Complete the request for access form and fax it back to OPB.

- The form will be processed by OPB. You will receive the following email. This email will confirm you access to BudgetTool.

You now have access to **BudgetTool**

Please use your existing Horizon,UFTS login information to access **BudgetTool**

If you have forgotten your User name select **Forgot User name** and your User name will be emailed to you.

If you have forgotten your password select **Forgot Password** and a password reset email will be sent to you.

Please Note: Changing your password in this application will also reset your password in Horizon,UFTS.

Please click this [link](#) to generate an Issue Tracking System (ITS) ticket if you have any difficulty.

Thank You

- Sign in to BudgetTool by using the user name and the password you use for UFTS and/or Horizon.

Note: The BudgetTool application cannot be used if you do not have the Microsoft .NET 4.0 Framework installed.

If you see the following screen refer to the Getting Started Guide for detailed installation instructions.

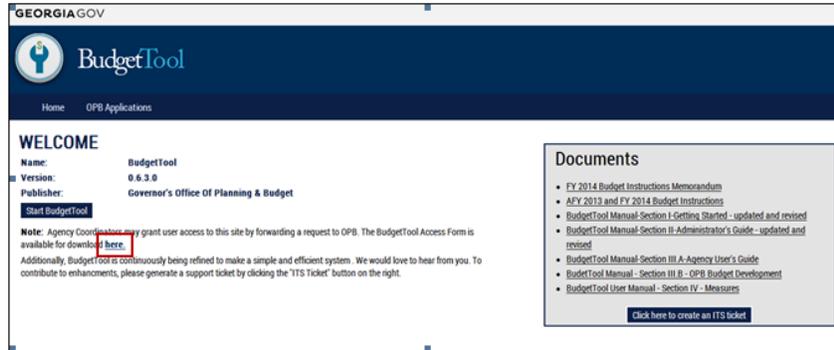


- The BudgetTool screen will launch after you have successfully logged into the application.



Section II. New Users

1. Download the BudgetTool user access form by clicking [here](#) on the launch page.



2. Complete the request for access form and fax it back to OPB.
3. The form will be processed by OPB. You will receive two emails. One of these emails will provide you with your assigned user name. You will receive a separate email which will provide a link for you to create a password.

Sample User name email

You now have access to **BudgetTool Ver.0.6.4.0**. Your User name is **new.user**.

You will receive a separate email with instructions and a link to provide your username and create a new password.

Please click this [link](#) to generate an Issue Tracking System (ITS) ticket if you have any difficulty.

Thank You

Sample Password email

Please use the follow link to create a password for **BudgetTool Ver.0.6.4.0**.

You should have received a separate email with your new User name. Click the link below or copy and paste it into your browser's address box.

<http://secon.opbtest.gov/pages/changepassword.aspx?check=M5Fzi4Z%2f8vbazJb6TIdopQ%3d%3d>

Please note: Passwords must be between 8 and 20 characters, contain at least one number and at least one for the following special characters (@#.\$%'^&+=).

Please click this [link](#) to generate an Issue Tracking System (ITS) ticket if you have any difficulty.

Thank You

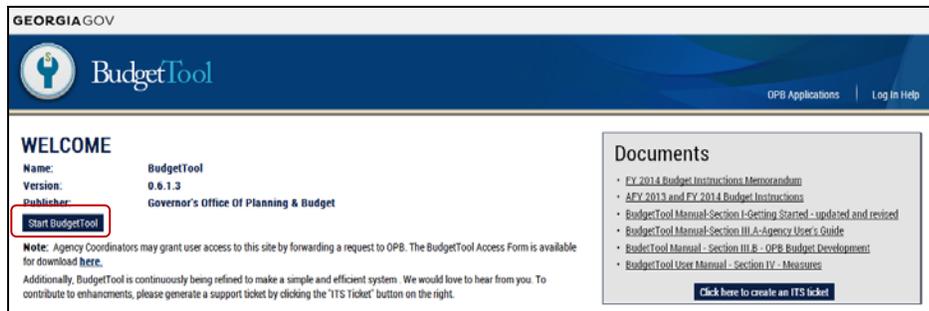
4. Create a password by entering the User name and typing in the new password twice.
Note: Passwords must be between 8 and 20 characters, contain at least one number and at least one for the following special characters (@#.\$%'^&+=).

- The next screen is the Welcome screen for Security Online. Click the Budget Tool icon.

Note: You will only be able to see the application(s) you can access. Click on the BudgetTool icon shown below to go to the BudgetTool launch page.



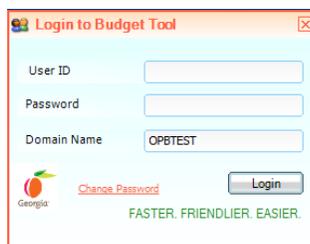
- Click Start BudgetTool. BudgetTool is a thin client application which requires you to login again to access the application. You can book mark this launch page for future access to BudgetTool.



The launching application dialog box may appear. BudgetTool is checking for updates to the application.

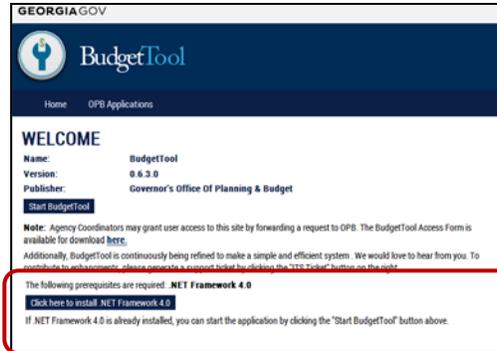


- Sign in to BudgetTool by reentering the user name you were emailed and the password you created.



Note: The BudgetTool application cannot be used if you do not have the Microsoft .NET 4.0 Framework installed.

If you see the following screen refer to the Getting Started Guide for detailed installation instructions.



8. The BudgetTool screen will launch after you have successfully logged into the application.



Section III.

Username requests and Password resets.

1. If you have forgotten your Username (User ID) select **Log In Help** and **Forgot Username**. Enter your **email address** and your Username will be emailed to you.
2. If you have forgotten your password select **Log In Help** and **Forgot/Reset Password**. Enter your Username. A password reset email will be sent to you.

The screenshot shows the BudgetTool website interface. At the top, there is a header with the Georgia state logo and the text 'GEORGIA GOV'. Below this is a blue navigation bar with the 'BudgetTool' logo and the text 'OPB Applications | Log In Help'. The main content area is divided into two columns. The left column is titled 'WELCOME' and contains the following information: Name: BudgetTool, Version: 0.6.1.3, and Publisher: Governor's Office Of Planning & Budget. There is a 'Start BudgetTool' button. Below this is a note about user access and a link to download the BudgetTool Access Form. The right column is titled 'Documents' and contains a list of links: 'FY 2014 Budget Instructions Memorandum', 'AFY 2013 and FY 2014 Budget Instructions', 'BudgetTool Manual-Section I-Getting Started - updated and revised', 'BudgetTool Manual-Section III.A-Agency User's Guide', 'BudgetTool Manual - Section III.B - OPB Budget Development', and 'BudgetTool User Manual - Section IV - Measures'. There is a 'Click here to create an ITS ticket' button at the bottom of the Documents section. A dropdown menu is open from the 'Log In Help' link, showing two options: 'Forgot Username' (marked with a red circle 1) and 'Forgot / Reset Password' (marked with a red circle 2).